

INSTRUCTIONAL FORM

Attachment B

POST & BID POSITION ANNOUNCEMENT Bargaining Units 1, 4 and 11

1. Reference #: 08-2-157 2. Position Number: 908-370-3175- 3. Date of Posting: October 14, 2011
4. Classification: 5. Transportation Engineering Technician Salary Range: \$3262 - \$4766
6. Pay Differentials That Apply To Position: Night Shift
7. Working Hours Of Position: 10:00 pm to 6:00 am, (any day), Employee should be able to work flex schedule including overtime.
8. District/Division: District 8 Section: IETMC Geographic Location: Fontana
(If selected and the position requires a relocation, the Department will NOT provide relocation assistance.) **Determination for relocation will be made by Hiring Supervisor.**

9. **Specific Qualifications and Requisite Skills Required:** (Attach a separate sheet if additional space is needed.)

- A. Minimum Qualifications per the Classification Specifications (BU1 & 4 only) (Education and or Experience):
HR - Insert link to SPB Classification Specification
- B. Technical & Professional Skills & Abilities: Basic knowledge of computers and common computer programs; simple engineering and mathematical calculations; English grammar and composition; basic understanding of 2-way radio communication procedures. The ability to communicate clearly both orally and in writing; follow oral and written instructions; prepare written messages; perform simple engineering calculations, and prepare simple graphs and charts. Ability to work with others and use good judgment in communicating with the public and other agencies..
- C. License and/or Certification Requirements: None Required
- D. Physical Abilities to Perform Essential Functions: May be required to sit for extended periods of time utilizing multiple keyboards and video display.
- E. Other Departmental Requirements: Required to be fingerprinted and have background checked by the California Department of Justice.
- F. Duty Statement/Description of Duties: *HR – Will insert link to duty statement document*

10. Final Date and Time for Receiving Bid: October 28, 2011; 5PM COB
11. Where to Obtain Bid Form: <http://www.dot.ca.gov/hq/jobs/postandbid/postandbidmain.htm>

11. Submit Bid to:

Name: Cyrin Kwong
Address: 464 W. Fourth Street, San Bernardino, CA 92401-1400
Telephone Number: 909-383-4256
FAX Number: 909-383-6429
E-mail Address: cyrin_kwong@dot.ca.gov

12. Window period employee must be available for contact (**Unit 1&4 Only**): From: _____ To: _____
(If selected, you must report in no less than 14 calendar days unless agreed otherwise by current and hiring supervisor and start date must be within 30 calendar days.)
13. Expected Reporting Date To Position (**Unit 11 Only**): November 14, 2011.
(If selected, you must report on the reporting date above unless agreed otherwise by current and hiring supervisor.)